

**MEETING OF THE  
BOARD OF LIBRARY TRUSTEES  
DECEMBER 8, 2015**

**MINUTES**

**Call to Order**

Chairperson pro tempore called the meeting to order at 7:19 pm. Attending were trustees Adam Delmolino, Frank Murphy, Kathy Fennelly, Joyce Radochia, and Heather Calvin (attending by video conference). Also attending was Andrea Nicolay, library director, and Maura Deedy, assistant library director.

**Election of Chair**

AD handed the gavel to JR, longest serving board member to open the meeting. KF nominated AD to become chairperson of the board, and FM seconds. Board approved unanimously. AD opened for floor for vice chair nominations. KF nominated HC. JR seconded. Board approved HC as vice chairperson.

**Approval of Minutes**

Trustees reviewed the minutes of the November meeting. KF moved for the approval of the minutes amended. JR seconded the motion; the board approved unanimously.

**Communications**

A note was received from Andrea Nicolay, library director, thanking the Trustees for their support of the first Staff Development Day.

**Community Time**

No community members were present.

**Director's Report**

AN reviewed the Staff Development Day evaluation feedback from library staff. ALICE training received high marks from all staff, as mass shootings occur nearly daily. Adam Chapdelaine was a surprise guest during the scavenger hunt. Staff suggested topics for next year such as diversity, ADA, history of our libraries. The current custodial service is being dismissed due to dismal performance. AN met with Ruthy Bennett, Arlington's Facilities Department Director, about the state of the cleaning service and to explore future options. Fox Library will be cleaned on Mondays, in preparation for Tuesday storytimes with DPW absorbing the cost. Circ department had upped their RFID tagging, and credit to Barbara Fulchino for her recruiting and training new volunteers. 10,000 more items were tagged in September.

AD asked about the Fox hours trial and how it would be evaluated. AN said the trial runs through January, and at that time circulation and door counts will be evaluated. FM asked about the social media committee with the town. MD provided an update. AN discussed the increase in our Commonwealth ebook collection stats, a large increase occurred in September when records were added to the catalog making those items more findable.

### **Trustee Vacancy Update**

AN spoke with Adam Chapdelaine regarding the trustee vacancy. AN and AC will interview candidates after the December 14 closing date.

### **Trustee By-laws**

KF volunteered to go through the By-Laws for updates. AD is entertaining a committee to review comments and updates in Feb or March. The Board needs to agree by a two thirds vote to amend the by-laws. HC discussed the amending of the by-laws to allow for telecommuting or videoconferencing, on case by case basis. AD mentioned a memo by the Attorney General's office regarding remote participation that reviewed acceptable means and requirements for. Any and all suggestions for the by-laws should be delivered to KF, which will be reviewed in Jan, with a vote in either February or March.

### **Reimagining Our Libraries Update**

AN provided a definition of space planning from the Architect's Handbook of Professional Practice, that provides scope of the project, focusing on the interior space. The planning process has four steps: identify goals, define the limits of the project, know and understand existing conditions, develop planning options. AN will meet with department heads about their visions and goals for the space. AN reviewed timeline starting in 2016. AN included an article on the Cary Memorial Library interior renovation, which shows how community input was combined with library needs. AN asked for feedback about goal setting, community engagement, public perception of project. One goal for Fox is universal design encompassing ADA standards. AN has submitted a Capital Needs Assessment request for the Fox Branch for FY 2017. AN distributed copies of *Useful, Usable and Desirable* for all Trustees to read as the foundation for thinking about design. HC discussed the challenges in making the box office at the Museum of Science accessible on both the public and staff side.

### **Winfield Robbins Art Prints**

The Board had a lengthy discussion about the collection and steps that could be taken to make use of the associated funds. It was suggested that a vote be taken to pursue an RFP for appraisal. KF made a motion to move forward to put out an RFP for an appraisal of the Winfield Robbins Art Print Collection. JR seconded. Board approved unanimously.

### **Foundation Liaison Update**

KF reported that 750 fundraising letters were sent out, along with a social media campaign. People received posters to post around town. Foundation wants to raise 50% more than previous year.

### **Friends Liaison Updates**

No FOF update. FORL had a visit from Stephen Gilligan to discuss investment items.

### **Unanticipated Items**

None.

**Date of Next Meeting**

The next meeting will be Wednesday January 20 at Fox Library.

**Adjournment**

KF moved adjournment. JR seconded the motion. Adjournment was approved unanimously.

**Materials Distributed:**

- Meeting agenda
- November meeting minutes
- November Director's Report
- Staff Development Day Report
- Overdrive and Commonwealth Catalog Statistics
- November 2015 Circulation Statistics
- By-Laws of the Board of Trustees
- Reimagining our Libraries- Definitions and DRAFT Timeline
- *Useful, Usable, Desirable: Applying User Experience Design to Your Library* (books)